

LOT SPLIT
or
LOT LINE REVISION

A Lot Split is a division of an existing lot, whether developed or not, into two lots, unless such division is subject to Chapter A184, Subdivision Regulations, of the Code of the Town of West Hartford or requires a special use permit.

A Lot Line Revision is an adjustment or reallocation of property between two or more lots or parcels of land which does not create a new lot or parcel of land and which is not subject to Chapter A184 ("Subdivision Regulations") of the Town Code.

Lot splits and lot line revisions are administrative actions, which means that they are approved, disapproved or approved with modifications by the Town Planner. A public hearing is not required.

APPLICATION PROCESS

A lot split or lot line revision requires two (2) separate applications – one (1) for a permit at the Building Inspection Office, and one (1) at the Planning Office. This pamphlet explains the application process at the Planning Office – all questions for the Building Inspection Office should be referred to that office (Town Hall, Room 208, Telephone: 860.561.7530).

The submission must include:

- Application form and appropriate fees
- At least 3 copies of an A2 survey prepared by a licensed surveyor providing information as required by § 177.42B and any other additional information required by Town staff

DECISION

The Town Planner shall review applications for lot split approval or lot line revision and shall approve, disapprove, or approve with modification such site plan within 65 days after having received all of the information described in § 177.41B for the application.

FILING APPROVED PLANS

The applicant must provide the Town Planner with the following copies of the approved plan:

- Two (2) fixed line mylar reproducible plans
- Three (3) paper plans
- These plans shall not exceed 24" x 36"
- Fee for filing the Lot Split or Lot Line Revision on the Land Records

FEES

- Lot Line Revision or
Lot Split application: \$300
- State of Connecticut surcharge: \$60
- Filing of the Lot Split or Lot Line
Revision on the Land Records: \$10

**See also § 177-42B of the
West Hartford Code**

A copy of Chapter 177 (Zoning) of the Code may be purchased at the Planning & Zoning Office for \$20. It is also available online at the Town's website under Planning & Zoning.

**Guide to
LOT SPLITS
and
LOT LINE REVISIONS**

**For more information, call or visit
the Planning and Zoning Office
Room 214, Town Hall
50 South Main Street
West Hartford, CT 06107
(860) 561-7555**

August 2011



